



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
TALENT ACQUISITION AND CAREER SERVICES**

**CORRECTIONAL COUNSELOR 2 SPECIALIST/SUPERVISOR
WRITTEN EXAMINATION – JUNE 6 - 12, 2022**

EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS

GENERAL INFORMATION

This orientation packet provides information specific to the 2022 Correctional Counselor 2, Specialist/Supervisor written examinations. You should review this information prior to participating in the examination(s).

This study guide has been developed to help you respond to job related questions. The Correctional Counselor 2, Specialist/Supervisor examination(s) covers the essential knowledges, skills and abilities of the Correctional Counselor 2, Specialist/Supervisor classifications. This examination(s) gives competitors the opportunity to demonstrate their competency and potential to perform in the classification(s). The study guide consists of the following two sections:

- Tips for preparing for a Written Examination
- Sample questions for the Written Examination

GENERAL DESCRIPTION OF THE WRITTEN EXAMINATION

The **Written Examination(s)** requires knowledge of principles, techniques, rules and regulations, and functions of the California Department of Corrections and Rehabilitation (CDCR). Therefore, it is recommended that you review the most updated CDCR Department Operations Manual (DOM) and State of California Code of Regulations, Title 15, Crime Prevention and Corrections. The written test(s) consists of **two** segments of multiple choice test items designed to assess the critical knowledges, skills and abilities required for successful on-the-job performance in the **Correctional Counselor 2, Specialist/Supervisor** classification(s). Everyone will take the **Correctional Counselor 2 Specialist** core portion of the examination; however, only those candidates who applied, were accepted and are scheduled to take the **Correctional Counselor 2 Supervisor** portion will receive the second portion.

GENERAL TIPS FOR PREPARING FOR THE CORRECTIONAL COUNSELOR II, SPECIALIST/SUPERVISOR EXAMINATION(S)

- Review the Job Analysis for the Correctional Counselor 2, Specialist/Supervisor. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledges, skills and/or abilities for the classification(s). The Job Analysis can be found on the CDCR website at www.cdcr.ca.gov. Under **Careers**, click on **Career Opportunities**. Then under **General Information for Job Seekers** click on **Job Analysis**. Click on the letter “C” and then under Correctional Counselor 2, Specialist/Supervisor click on **List of Edited Tasks** and **List of Edited Knowledge, Skills, and Abilities (KSAs)**. A hard copy can also be obtained by visiting the Talent Acquisition and Career Services at 1515 “S” Street, Room 101-North, Sacramento.
- Review and study the California Department of Human Resources (CalHR) classification specification. This is the legal document for each classification and states how each classification is used in general, identifies the knowledges, skills and/or abilities required and lists any other pertinent classification information. The specifications can be found on CalHR’s website at www.jobs.ca.gov. Click on the **Tools** tab, click on **Classification Specifications** and type in **Correctional Counselor 2**.
- Find out how and where the classification(s) is being used to broaden your understanding of the classification(s). Do so by talking to an incumbent currently in the position and request copies of duty statements. Individuals currently performing the duties of the classification can provide you with insight of actual on-the-job tasks.
- Acquaint yourself with the State of California, Code of Regulations, Title 15, Crime Prevention and Corrections located on CDCR’s website at www.cdcr.ca.gov. Under **Resources**, click on **Operations Manual**. Then click on **Department Rules (Title 15, Division 3)**.
- Acquaint yourself with the Department of Corrections and Rehabilitation’s (CDCR) DOM located on CDCR’s website at www.cdcr.ca.gov. Under **Resources**, click on **Operations Manual**. Then click on **DOM 2022**.
- Acquaint yourself with California Department of Human Resources (CalHR) BU06 MOU located on CalHR’s website at www.calhr.ca.gov. At the top of the screen, click on the **State Employees** tab. Under **Bargaining / Contracts listing**, click on **Bargaining Unit 6 – Corrections**.
- Acquaint yourself with California Law located at <https://leginfo.legislature.ca.gov/>.

WRITTEN EXAMINATION TIPS

- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read the question in its entirety before you look at the answers.
- Read all choices carefully before choosing your answer.
- Immediately eliminate answers you know are wrong.
- Do not keep changing your answer; usually your first choice is the right one.
- Do not spend too much time on questions that you are unable to answer. Move on and come back to those questions.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions.
- Review your examination and ensure you answered all questions before turning in your test.

There are many areas that are covered in an examination. The examination is a competitive process. The more prepared you are, the more competitive you should be. Do your research and allow time for preparation. Good luck!

SAMPLE QUESTIONS

The following is a brief description and examples of the critical performance areas measured by the examination. The critical performance areas are based on the knowledges, skills and abilities indicated on the examination bulletin and job specification.

SEGMENT 1 – POLICIES AND PROCEDURES

This test segment is designed to measure your knowledge with departmental policies and procedures.

INSTRUCTIONS: Read the following excerpt and choose the one response that most appropriately answers the situation or topic covered.

Sample Question #1

Custodial Escort for a Temporary Community Leave (TCL) is defined as a Department Peace Officer properly trained and certified in the escorting of inmates. Certification requires completion of annual In-Service Training (IST) classes mandated for Peace Officer staff on transportation and escort of inmates. Custodial supervision shall **not** be required for inmates who possess any of the following?

- A. An inmate housed in Administrative Segregation Unit for protection only
- B. An inmate designated as a “R” suffix
- C. An inmate designated as a Minimum B Custody level
- D. An inmate identified with organized crime

The correct answer is C. According to DOM Section 62070.4.2, pg. 567 Criteria For Custodial Escort.

Sample Question #2

Of the following offenses which offense would not meet the criteria for Offender with Mental Health Disorder (OMHD)?

- A. Board of Parole Hearings (BPH) Good Cause Finding for Robbery 2nd
- B. Instant Offense (IO) for Driving Under the Influence (DUI) with Great Bodily Injury (GBI)
- C. Non - Controlling case for Corporal Injury to Spouse
- D. Controlling case for Lewd and Lascivious Acts with a Child Under 14

The correct answer is A. According to California Penal Code, Section 2962.

SEGMENT 2 – SUPERVISION

This test segment is designed to measure your ability to lead others as a supervisor.

INSTRUCTIONS: Read the following excerpt and choose the one response that most appropriately answers the situation or topic covered.

Sample Question #3

As a Correctional Counselor II (Supervisor), during the Unit Classification Committee (UCC) you notice that the inmate appearing for annual review, which will result in adverse effect, has **not** been issued a Notice of Classification Hearing by the Correctional Counselor I (CCI). What is the **first** course of action you should take?

- A. Cancel the inmate's appearance in UCC until the CCI can properly notify the inmate
- B. Cancel the inmate's appearance and advise the CCI preparing/presenting the case that inmates appearing for UCC, which will result in adverse effect, shall be given written notice 72-hours in advance
- C. Verbally ask the inmate to waive the 72-hour notice allowing UCC to continue and advise the CCI of the appropriate procedures of giving the inmate 72-hour notice and document in the Classification Chrono
- D. Verbally counsel the CCI and advise the inmate they will be seen at the next UCC

The correct answer is B. According to Title 15, Section 3375 (f) (1)

Sample Question #4

As a Correctional Counselor II (Supervisor), you have a new Correctional Counselor I (CCI) who regularly forgets to provide proper notice to the inmate prior to the committee hearing. However, the timeliness of other work completed is excellent. What is the **first** course of action you should take?

- A. Supervise the CCI more closely and document performance on a Letter of Instruction (LOI)
- B. Generate a CDCR 1123 – Employee Counseling Record (ECR) addressing the importance of noticing the inmate prior to committee hearing
- C. Have one of your other CCI's provide the notice of classification to the inmate
- D. Counsel the CCI on the importance of noticing the inmate prior to committee hearing

The correct answer is D. According to the State of California Supervisor's Handbook – A Guide to Employee Conduct dated 6/04.